

Navy Advancement Center

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Advancement Handbook For Navy Counselor

Part 1 (Counselor)

Part 2 (Recruiter)

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Navy Counselor rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 (NCC) and 2 (NCR) of this Advancement Handbook present general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examinations. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1-A

Advancement Handbook for NC1 (Counselor)

Advancement Handbook for NC1 (Counselor)

General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate the Sponsor Program
<i>Knowledge</i> you should have to perform this skill:	Understanding of the functions of the CMC program and the family service center as they pertain to the sponsor program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 1740.3 • OPNAVINST 1306.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the Navy Sponsor Program; the duties and responsibilities of the PSD, CMC, CCC, Admin and the sponsor; and the newly reporting member as described in the Sponsor Program instruction.

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General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate the Sponsor Program
<i>Knowledge</i> you should have to perform this skill:	How to conduct internal assessments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• OPNAVINST 1740.3• NAVPERS 15878 Appendix C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions in the area of the minimum training requirements and demographic statistical analysis for measuring sponsor program needs.

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General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Personnel support processing
<i>Knowledge</i> you should have to perform this skill:	Administrative processing procedures for each new check-in
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 1740.3 • NAVPERS 15878 RTM CH-1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions concerning the sponsor's responsibilities when tracking a new member before and after checking into a command, and the responsibilities and functions of the administrative department when processing with a new check-in.

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General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate command indoctrination programs
<i>Knowledge</i> you should have to perform this skill:	Purpose of the indoctrination program; and the role, policies, and services of the new command
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15878 RTM CH-2.8 • OPNAVINST 1740.3A
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the command assignment and responsibilities for managing an indoctrination program; the recommended and required topics to be covered; and follow-up procedures, critiques and utilization of them for an internal assessment.

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General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Screen professional development board applicants
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Purpose and composition of a PDB • Command configuration and responsibilities of the board • How to prepare reports and records, and follow-up
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1040.5 • OPNAVINST 1306.2D • NAVPERS 15878 CH-2.8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on submission of requests for PDB's, record reviews, recommendations and follow-ups on members who have appeared before the board.

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General <i>Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare PDB applicants background data sheets
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Program screening procedures • How to review enlisted service record • How to identify and calculate ASVAB scores
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUPERSINST 1040.5 • OPNAVINST 1306.2D • NAVPERS 15878 RTM CH-2.9
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the program qualifications; functional skills requirement; and available resources for personal, academic, and performance enhancement.

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General <i>Skill Area</i>	Communications
A <i>skill</i> you are expected to perform from the General Skill Area above:	Various communication skills
<i>Knowledge</i> you should have to perform this skill:	How to communicate with the fleet to disseminate information and process requests
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVPERS 15909 ETM CH-2.011• SECNAVINST 5216.5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the proper procedures for writing a naval letter, memorandum, and naval message; processing a NAVPERS 1306/7 and 1306/63, special request; and conducting basic administrative functions.

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General <i>Skill Area</i>	Communications
A <i>skill</i> you are expected to perform from the General Skill Area above:	Verbal communication skills
<i>Knowledge</i> you should have to perform this skill:	How to use direct verbal communication when planning and organizing events
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15878 RTM CH-2.11 • NAVPERS 15878 Appendix I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions that refer to effective communications within the command retention team as well as with clients; the medium used to disseminate information; and the relevance and types of information and information sources that are used.

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General <i>Skill Area</i>	Loss Tracking Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish an effective loss tracking system
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to use the EDVR as a loss-tracking resource • How to prepare prospective loss report • How to establish training and education • How to prepare presentations for separating personnel • Transition and separation regulations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15878 CH-2.12 • OPNAVINST 1900.2 • NAVPERS 18068F, volume II
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the primary reason for a loss tracking system; the objective of an individual transition plan; family service center role in the transition program; and required documentation and reports that refer to command losses.

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General <i>Skill Area</i>	Career Information Team Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop, assess, and update an effective career information team.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understanding of all elements of the CIPM as it pertains to the retention team • Client-to-counselor ratios • How to conduct career information briefs • How to coordinate CITC quotas • How to prepare career information for planning board for training (PBFT) inputs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the contents of the Career Information Training Course; training records; client-to-counselor ratio; conducting career information briefs and contents; and how to do a planning board for training input (PBFT).

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate commands career information programs
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Understanding of career information program development <ul style="list-style-type: none"> - How to conduct a command survey - How to carry out the retention program action plan • How to establish career information policies • How to assess divisional or departmental career information programs • How to advise personnel of career information program improvement • How to establish career information program management plan of action and milestones (POA&M) • How to update career information program management POA&M • How to conduct "Idea Exchange" sessions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on command internal assessments in conjunction with command analysis surveys; how they affect retention; and how to improve and analyze the retention program by using statistical data from the survey.

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate commands career information programs
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to establish career information policies • How to assess Divisional or departmental career information programs • How to establish CIPM Plan of Action and Milestones (POA&M)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2.4
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on planning career information meetings and how to conduct them; tracking departmental and divisional counselors; and goal-making and implementation of plans of action for improvements.

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Reviewing and preparing reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to collect data and preparation of a monthly retention report • How to create and consolidate career information graphs, charts, spreadsheets, etc.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15878 RTM CH-2, appendix C • NAVPERS 18068F, volume II
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the information required to be submitted in the monthly retention report and to whom it is submitted; and manning and billet allowance reviews for your command and how to submit a report to correct deficiencies.

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establishing career information program (CIPM) reference libraries
<i>Knowledge</i> you should have to perform this skill:	How to collect information and develop a maintenance system for retention references
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• NAVPERS 15878 RTM• NAVPERS 15909 ENLTRANSMAN• NAVPERS 15560 MILPERSMAN
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the basic references that should be utilized by a career counselor on a daily basis.

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Screening records and personnel for special programs or requests
<i>Knowledge</i> you should have to perform this skill:	Familiarization with the personnel service record and its contents, and special programs and their eligibility requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVPERS 15878 RTM CH-2 • NAVPERS 15909 ENLTRANSMAN CH-10 • NAVPERS 15560 MILPERSMAN SSIC 1440-020
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on different program requirements and the screening processes that are necessary for qualifying.

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General <i>Skill Area</i>	Counseling
<i>A skill</i> you are expected to perform from the General Skill Area above:	Required topics that should be covered in counseling
<i>Knowledge</i> you should have to perform this skill:	<p>How to counsel personnel on the following topics:</p> <ul style="list-style-type: none"> • Advancement requirements • Exchange of duty assignments (swaps) • Entitlements • Social security programs and benefits • Survivors benefit plan • Survivor annuities • Veterans benefits • Retirement or fleet reserve • Reenlistment incentive programs • Commissioning programs • Enlisted advancement program • Naval Reserve programs • Educational programs • Hardship or humanitarian assignment eligibility • Government life insurance programs • Commercial life insurance programs
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 1420.1 • NAVPERS 15878 RTM • NAVPERS 15909 ENLTRANSMAN • NAVPERS 15560 MILPERSMAN • NAVPERS 15603A SBP • BUPERSINST 1430.16E • BUPERSINST 1430.17E

<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You should expect questions about counseling intervals, when you should counsel, and what information should be covered.</p>
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General <i>Skill Area</i>	Interview Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate, conduct, and track interviews; screen and review documentation for allowances and applications
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How and when to conduct interviews with personnel according to the interview schedule and on an individual basis • What type of information that should be researched in a service record when screening for appropriate interview • How to keep an accurate tracking and filing system • What type of information that should be discussed in a particular screening and interview session
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2.10
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect to have questions pertaining to the 5 types of interviews; information that should be discussed during the interview; the appropriate screening process for special interviews; what to look for in a service record prior to appointment with personnel scheduled for interviews; keeping records; and maintaining a tickler system for future pending interviews and follow-ups on interviews already conducted.

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General <i>Skill Area</i>	Program Evaluation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assess command career information programs
<i>Knowledge</i> you should have to perform this skill:	Familiarization with the current retention instruction and the guidelines for conducting an assessment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• SECNAVINST 5350.16• NAVPERS 15878 RTM CH-1, Appendix I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions pertaining to CATSYS and the retention guidelines on assessments, how to correct deficiencies and implementing a POA&M.

Part 1-B

Advancement Handbook for NCC (Counselor)

Advancement Handbook for NCC (Counselor)

<i>General Skill Area</i>	Personnel Entry system
<i>A skill you are expected to perform from the General Skill Area above:</i>	Coordinate command indoctrination programs
<i>Knowledge you should have to perform this skill:</i>	Complete familiarization and understanding of the following: <ul style="list-style-type: none">• Command indoctrination program• Pertinent instructions in their entirety
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none">• OPNAVINST 1740.3A• NAVPERS 15878 RTM CH-2.8
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions pertaining to the organizing and overseeing of the indoctrination program, the minimum requirements for topic discussion, and duration of the course.

Advancement Handbook for NCC (Counselor)

General <i>Skill Area</i>	Communications
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review articles for command publications (family grams, newsletters, etc.)
<i>Knowledge</i> you should have to perform this skill:	Familiarization with different type of media for communicating information to the fleet and effectiveness of each method
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2, Appendix I
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions that pertain to the effectiveness of electronic and visual methods of communications for information dissemination, as well as what type of medium is best to ensure content comprehension by fleet personnel.

Advancement Handbook for NCC (Counselor)

General <i>Skill Area</i>	Loss Tracking Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct ISIC career information trend analysis
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• How to conduct an ISIC career information trend analysis• What to do with the information when completed• How to use the information for process improvement in your program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2, Appendix C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the CATSYS and how it is used within the command for effective analysis of the career information program.

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General <i>Skill Area</i>	Career Information Program Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assess, analyze, and prepare career information reports and monitor the program.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to assess and analyze subordinate commands' CIPM within your ISIC • How to prepare the reports for command and superior ISIC, Fleet and Force • How to ensure continuing program maintenance for future assessments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on methods of assessing and maintenance of subordinate command programs; steps in analyzing the results from the assessments and applying those results to process improvement for subordinate command programs; how to complete specific Fleet and Force CIPM minimum required reports; and the information that should be included in those reports.

Advancement Handbook for NCC (Counselor)

<i>General Skill Area</i>	Program evaluation
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare career information program assessment reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none">• How to collect CATSYS data for CIPM analysis• How to prepare analysis report for command and ISIC• Follow-up for process improvement
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVPERS 15878 RTM CH-2, Appendix C
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions pertaining to comparative command advancement and demographic analysis, and how to evaluate statistical data.

Part 2-A

Advancement Handbook for NC1 (Recruiter)

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Interpret a STEAM Report
<i>Knowledge</i> you should have to perform this skill:	How to conduct a market analysis using a DoD All-Service Accession Data Report.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2• CNRCINST 3121.2• CNRCINST 5400.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions concerning the STEAM Report and how to interpret information contained in the DoD All-Service Accession Report.

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General Recruiter <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Build a SMART system.
<i>Knowledge</i> you should have to perform this skill:	How to explain and identify all six segments of the SMART system and how they relate to each other
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 3121.2 • CNRCINST 5400.2 • CNRCINST 1136.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to evaluate productivity of assigned territories, prepare for area canvassing, and analyze area canvassing results.

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General Recruiter <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and review OPE forms
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to prepare the OPE form • What items listed on the form are reimbursable • What time limitations exist for submission of the form
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 4400.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the preparation of the OPE form, what items are reimbursable, and the timeframe for submission; and how to review OPE forms and compare to applicant log.

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General Recruiter <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Establish a new NRS
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to open a new NRS • What policy statements, operation orders, and directives are needed to establish a new NRS • Familiarization with the security measures needed to operate a NRS
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.1 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to set up a new NRS and what instructions are needed, determination of a proper location, and what security measures must be followed.

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General Recruiter <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate and maintain government vehicles
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to purchase automotive supplies using a government credit card • How to safely operate a government vehicle • How to conduct a vehicle safety inspection • How to maintain a vehicle log • What the rules for operation are when using a government vehicle
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 4400.1 • CNRCINST 5400.1 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper use of a government vehicle, conducting a vehicle safety inspection, maintenance of a vehicle log, and what items may be purchased using a government credit card.

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General Recruiter <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and evaluate prospecting plans and obtain appointments utilizing “R” TOOLS
<i>Knowledge</i> you should have to perform this skill:	<p>How to prospect and obtain appointments in the following areas:</p> <ul style="list-style-type: none"> • Telephone • DEP Referrals • Referrals (COI, applicant, HARP/ SEMINAR, and other services) • PDC • LEADS • College market
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to develop and adjust a station planner, the building of an NRS prospecting plan, development and evaluation of a high school and vocational school prospecting plan, how to conduct a DPR, and how to update a recruiter’s working tickler.

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General Recruiter <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Operate and maintain “R” TOOLS
<i>Knowledge</i> you should have to perform this skill:	How to implement, update and evaluate the “R” TOOLS system
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to update the “R” TOOLS system using LEADS, applicant records, referrals and school lists; and how to prepare and update applicant records.

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General Recruiter <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prospecting
<i>Knowledge</i> you should have to perform this skill:	<p>How to initiate prospecting utilizing the following methods:</p> <ul style="list-style-type: none"> • Telephone • PDC • Referral • Mailouts
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to prospect for applicants and set appointments using the telephone, PDC, referral, and mailout methods.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Applicant Processing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare applicant for testing
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to administer the EST and properly store testing material • How to coordinate the ASVAB exams, review and evaluate ASVAB test results
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1130.8 • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1137.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper screening of an applicant before taking the ASVAB, how to coordinate high school ASVAB testing, and review and analysis of test results.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Applicant Processing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare a pre-enlistment kit
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • What documents are required for inclusion in pre-enlistment kit • How to prepare enlistment kits for standard, prior service, and waiver applicants • How to conduct a processing brief • How to perform a quality assurance check on the enlistment application
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1130.8 • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1137.2 • CNRCINST 1500.4 • CNRCINST 5720.11 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on preparation of a standard-, waiver-, and prior-service pre-enlistment kit; how to brief applicants on processing procedures; and how to conduct a quality-assurance check on all pre-enlistment forms.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Delayed Entry Program (DEP) Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Organize and conduct a DEP meeting
<i>Knowledge</i> you should have to perform this skill:	How to develop and maintain the NRS DEP program IAW CNRCINST 1133.6
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1155.2 • CNRCINST 1300.1 • CNRCINST 1510.5 • CNRCINST 1505.1 • CNRCINST 5305.1 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on contacting DEPPERS, and organizing and conducting a DEP meeting; updating the DEP Status Board; developing training curriculum for DEPPERS; involving civic organizations in the development of the DEP; and recognizing and rewarding outstanding DEPPERS.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Public Relations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate and develop community support
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Which local support groups are available for community support • How to arrange for mobile recruiting displays • How to prepare and deliver speeches to the media • How to review advertising material
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1140.1 • CNRCINST 1140.3 • CNRCINST 1150.1 • CNRCINST 1152.2 • CNRCINST 4400.1 • CNRCINST 5400.2 • CNRCINST 5604.1 • CNRCINST 5720.19 • CNRCINST 5720.20 • CNRCINST 5720.11 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to identify local support groups, when and how to schedule exhibits and special event teams, addressing the media through radio and television presentations, evaluating special events, and how to identify what advertising material to use.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Counseling
A <i>skill</i> you are expected to perform from the General Skill Area above:	Counsel applicants
<i>Knowledge</i> you should have to perform this skill:	<p>Counseling techniques required to conduct counseling for</p> <ul style="list-style-type: none"> • Rejected applicants • Health benefits • Veteran benefits • Commissioning programs • Educational programs • Pay and allowances
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1130.8 • CNRCINST 5211.3 • CNRCINST 5400.2 • CNRCINST 7132.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting counseling for applicants who have been rejected for enlistment, explaining the various pay and allowances offered to new recruits, and counseling applicants on the many educational benefits and commissioning programs the Navy offers.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Counseling
A <i>skill</i> you are expected to perform from the General Skill Area above:	Counsel production recruiters
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The various awards and incentives programs offered to enlisted production recruiters • How to evaluate and counsel recruiters on stress management
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 1650.27 • SECNAVINST 1650.1 (Chapter 11)
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the awards that are available to the production recruiter and how these awards are obtained, and how to identify stressed recruiters and use different counseling techniques to bring that stress under control.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Recruiting Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct NRS inspections and analyze applicant processing data
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to analyze and evaluate the applicant processing data • How to identify trends when analyzing attrition data • How to complete an NRS indoctrination
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the analysis and identification of trends in attrition, the interpretation and evaluation of the applicant log, how to solicit referral prospects using the applicant log, the questions that should be asked during the NRS indoctrination, and the timeframe in which the indoctrination should be conducted.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Sales
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a sales interview
<i>Knowledge</i> you should have to perform this skill:	<p>How to identify the procedures used to conduct a sales interview using the following steps of the sale:</p> <ul style="list-style-type: none"> • Conversation • Curiosity • Conviction • Desire • Close
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on obtaining blueprinting information from the interview and using the psychology of the sale, conducting a sales presentation using all the steps of the sale, overcoming objections, and closing the sale.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Sales
A <i>skill</i> you are expected to perform from the General Skill Area above:	Critique a sales presentation
<i>Knowledge</i> you should have to perform this skill:	The strength and weaknesses in recruiting sales techniques
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2• CNRCINST 1130.8• CNRCINST 1510.5• NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on critiquing a sales presentation and identifying a recruiter's strengths and weaknesses in sales techniques.

Advancement Handbook for NC1 (Recruiter)

General Recruiter <i>Skill Area</i>	Sales
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a sales presentation during a home visit
<i>Knowledge</i> you should have to perform this skill:	<p>The proper sequence of a home sales presentation</p> <ul style="list-style-type: none"> • Proper seating arrangements for the presentation • Establishing rapport with family members.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting a home visit and a home sales presentation, what the seating arrangements should be, and how to establish rapport with family members.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Operations And Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain recruiting correspondence, instructions and files
<i>Knowledge</i> you should have to perform this skill:	Familiarization with the Standard Subject Identification Codes and all recruiting instructions needed to establish a working NRS.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 4400.1 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the set-up of a periodic reports filing system, the difference between instructions and notices, how to write personal and business letters, what directives are needed to maintain the NRS, and when should CNRC instructions be cancelled.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform the duties of an RQS board member
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The procedures used during an RQS Board • The number of members required for each RQS level • The proper questioning techniques used during an RQS Board
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to conduct an RQS Board; the number of board members required for each RQS level; what individual is the convening authority, and who may serve as the chairman of the board; and what questioning techniques are used during board qualifications.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Submit input for developing an NRS budget
<i>Knowledge</i> you should have to perform this skill:	How to estimate budget requirements for applicants' travel, lodging, and subsistence, based upon estimated goal and applicant conversion rate
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 4400.1 • CNRCINST 5400.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on preparing an NRS budget input; estimating applicant travel expenses; when budget inputs should be submitted, and how to complete a budget worksheet; and what expenses (other than travel) should be considered when compiling a budget input.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review government vehicle accident reports
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to prepare a government vehicle accident report • What documents are required to support an accident report
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 4400.1 • CNRCINST 5400.2 • CNRCINST 5830.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on when an accident report should be submitted, who should submit it and where it should be submitted; what you should do when you are involved in a motor vehicle mishap; and what supporting documentation is required.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate recruiting assistance participants
<i>Knowledge</i> you should have to perform this skill:	<p>How to establish and evaluate a prospecting plan utilizing the following referral and recruiter assistance programs:</p> <ul style="list-style-type: none"> • HARP • SEMINAR
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1300.1 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on using participants in the HARP and SEMINAR programs to increase recruiting production; evaluation of the effectiveness of these programs; and what requirements must be met to qualify for these programs.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assignment of recruiter territories
<i>Knowledge</i> you should have to perform this skill:	<p>How to interpret and apply information derived from the following sources:</p> <ul style="list-style-type: none"> • SMART • STEAM • Dodd All-Service Accession Report • ZCMA
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1336.2 • CNRCINST 1510.5 • CNRCINST 3121.2 • CNRCINST 5400.1 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on analyzing the DoD All-Service Accession Data Report and the Zip Code Market Report to conduct a complete market analysis of recruiting territories, and how to use the STEAM and SMART to make territorial assignments.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and evaluate NRS production plans
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to evaluate NRS prospecting plan • How to organize and develop a station planner using all of the segments of the ERPMS to ensure production levels are achieved
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 3121.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the development of an effective NRS prospecting plan and what tools are used to develop the plan, adjusting the station planner to ensure that production goals are achieved, and evaluation of prospecting plans for effectiveness.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate NRS working hours
<i>Knowledge</i> you should have to perform this skill:	The correlation between the market area and the recruiter's abilities
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to adjust working hours using the ERPMS, the effective use of the established working hours, what incentives are used to change working hours, and how to load the working tickler to affect working hours.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Purge the “R” TOOLS system
<i>Knowledge</i> you should have to perform this skill:	The procedures to update, load, download and purge the “R” TOOLS system
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2• CNRCINST 5400.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on loading the recruiter's working tickler, updating and downloading the “R” TOOLS system, and when and how the system is purged.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Applicant Processing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Interview potential attrites
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify potential attrites • How to conduct a sales interview • How to establish the want, need, and DBM to overcome objections
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting a new sales interview once a potential attrite has been identified, discovering and overcoming hidden objections, and re-establishing a new want, need, and DBM.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Applicant Processing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Review Recruiting Quality Assurance Team (RQAT) reports. Analyze DEP attrition data.
<i>Knowledge</i> you should have to perform this skill:	How to identify trends in attrition using the RQAT report
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1137.1 • CNRCINST 1137.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on analyzing the attrition from RTC and correlating RQAT reports with waiver attrition reports to identify negative trends.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Delayed Entry Program (DEP) Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and evaluate attrition reduction plans.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify attrition trends • How to develop plans to reduce attrition
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1137.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on looking for attrition trends, identifying specific problems in the NRS (DEP), and drawing conclusions as to how to reduce attrition.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Delayed Entry Program (DEP) Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct DEP executive screenings and evaluate NRS DEP management procedures.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify the procedures used when conducting DEP executive screens • How to identify the procedures used to evaluate a NRS DEP
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 5040.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting an executive screen using the telephone, what specific questions should be asked when conducting an executive screening, and when an executive screening should be accomplished; and how an NRS DEP should be evaluated.

Advancement Handbook for NC1 (Recruiter)

General Recruiter-in-Charge <i>Skill Area</i>	Public Relations
A <i>skill</i> you are expected to perform from the General Skill Area above:	Utilize community personnel resources.
<i>Knowledge</i> you should have to perform this skill:	How to identify community personnel resources and evaluate their usage for recruiting purposes
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1152.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on identifying community personnel resources, using community personnel resources, and the benefit(s) community personnel provide to Navy recruiting.

Part 2-B

Advancement Handbook for NCC (Recruiter)

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Update zone logs and reports
<i>Knowledge</i> you should have to perform this skill:	How to organize and adjust zone logs using the Daily Production Review (DPR) technique
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting an NRS DPR, adjusting zone logs in accordance with the DPR, what reports are due on a monthly basis, and when and to whom the reports should be submitted.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare zone budget inputs and evaluate zone funding including expenditures
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify the procedures used to develop and organize a zone budget • How to evaluate expenditures in relation to the budget
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.3 • CNRCINST 3121.2 • CNRCINST 4400.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on organizing NRS budget inputs, developing zone budget reports, what expenditures are used when developing budget reports, and how to evaluate expenditures to determine monies required for budget input report.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct NRS inspections
<i>Knowledge</i> you should have to perform this skill:	How to identify the procedures used to conduct NRS required inspections IAW CNRCINST 5040.2
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2• CNRCINST 5040.2• NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting NRS inspections, what the requirements are for an inspection and what items should be inspected, what individual(s) are eligible to conduct the inspections, and how long inspection reports should be retained.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate government vehicle utilization and investigate government vehicle accidents and incidents.
<i>Knowledge</i> you should have to perform this skill:	How to identify the procedures used when reporting an accident or incident involving a government vehicle
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 4400.1 • CNRCINST 5400.2 • CNRCINST 5830.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the proper operation of a government vehicle, how to conduct an investigation involving a government vehicle, what is required from the investigating officer, and when an investigation is required; how many vehicles an NRD should be authorized; and what constitutes misuse of a government vehicle.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Operations and Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Research recruiter irregularities, malpractice and congressional inquiries.
<i>Knowledge</i> you should have to perform this skill:	The rules and regulations of Navy recruiting as outlined in CNRCINST 1130.8 and CNRCINST 1137.2
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1130.8 • CNRCINST 1137.2 • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5370.1 • CNRCINST 5830.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting an investigation into recruiter malpractice; conducting a congressional inquiry; and the procedures that must be followed when conducting investigations into recruiting irregularities.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Analyze and evaluate zone territory data and territory distribution.
<i>Knowledge</i> you should have to perform this skill:	<p>How to recognize the following reports and understand their use to analyze and evaluate zone data and territory distribution:</p> <ul style="list-style-type: none"> • SMART • STEAM • ZCMA • DoD All-Service Accession Report
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 3121.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on establishing zone territories, using available resources to evaluate zone territories, and what procedures must be followed when territorial boundaries change.

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General Zone Supervisor <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate NRS locations and make zone manning recommendations
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify the components necessary to establish an NRS • Familiarization with the requirements that must be met before making zone manning recommendations
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining if the location of a NRS is effective, the factors used to determine the location of the NRS, how to make manning recommendations for zone allocations, and to whom the recommendations should be submitted.

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General Zone Supervisor <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate zone goal distribution and accomplishment
<i>Knowledge</i> you should have to perform this skill:	How to perform a zone-production analysis to determine the strength and weakness of the zone production
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.2 • CNRCINST 1510.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on how to identify a zone's production strength and weakness.

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General Zone Supervisor <i>Skill Area</i>	Marketing
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate NRS goal distribution and make NRS goal assignment recommendations.
<i>Knowledge</i> you should have to perform this skill:	How to perform an NRS production analysis to determine the strength and weakness of the NRS production
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting a production analysis on an NRS, determining the production strengths and weaknesses of an NRS, what factors are used to influence goaling, and how NRS goals are distributed.

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General Zone Supervisor <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a zone Daily Production Review (DPR)
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The procedures for conducting a zone DPR • The proper questioning techniques used in a zone DPR
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the purpose of the zone DPR, what specific areas to question when conducting a zone DPR, and with what frequency a zone DPR should be conducted.

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General Zone Supervisor <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare and adjust the zone supervisor's planner and itinerary
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • The purpose of the zone supervisor's planner and itinerary • The benefits of the planner and the itinerary
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on what items should be considered when a zone supervisor planner and itinerary is developed, what period of time should the planner and itinerary should cover, and what specific areas of prospecting and production should be included.

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General Zone Supervisor <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and evaluate zone production plans and evaluate zone production levels.
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • How to identify production strengths and weaknesses by conducting a DPR with each RINC • How to recognize production trends and institute corrective measures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 3121.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting a station DPR, correcting low zone productivity, how to identify positive and negative trends in zone production, and how the Enlisted Recruiter Production Management System (ERPMS) should be used to correct low productivity.

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General Zone Supervisor <i>Skill Area</i>	Production Planning and Prospecting
A <i>skill</i> you are expected to perform from the General Skill Area above:	Develop and evaluate zone prospecting plans and prospecting levels.
<i>Knowledge</i> you should have to perform this skill:	How to monitor the prospecting plans of each NRS to ensure all segments of the ERPMS are being used How to develop the zone prospecting plan using inputs from each NRS
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 3121.2 • CNRCINST 5400.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on developing a zone prospecting plan, how to ensure prospecting goals are achieved, adjusting prospecting in line with zone production requirement, and projecting zone productivity using the zone prospecting plan.

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General Zone Supervisor <i>Skill Area</i>	Delayed Entry Program (DEP) Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Evaluate zone DEP management procedures
<i>Knowledge</i> you should have to perform this skill:	The procedures used to maintain the Delayed Entry Program IAW CNRCINST 1133.6.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none">• CNRCINST 1133.6• CNRCINST 1136.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on running a DEP meeting, the purpose of holding a DEP meeting, who should attend a DEP meeting and with what frequency DEP meetings are required; initiating an executive DEP phone call; and how to reduce or eliminate attrition, rollouts, and in-month shipping problems.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Recruiting Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Analyze local and national leads data
<i>Knowledge</i> you should have to perform this skill:	How to identify the procedures used to distribute information received from the NOIC and LTC reports
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1510.5 • CNRCINST 5400.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on when leads are due and the proper sequence of reporting leads, interpreting the LTC and NOIC reports, and what individuals receive these reports.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Recruiting Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Make recommendations for fault or no fault transfers
<i>Knowledge</i> you should have to perform this skill:	The procedures used to determine when a fault or no-fault transfer is required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 1137.2 • CNRCINST 5400.2 • CNRCINST 5830.2 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on determining the difference between a fault and a no-fault transfer, what procedures should be followed when making recommendations for fault or no-fault transfers, and what authority has final approval for these transfers.

Advancement Handbook for NCC (Recruiter)

General Zone Supervisor <i>Skill Area</i>	Recruiting Management
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct a production meeting
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Topics to be covered in a production meeting • How to organize and prepare an agenda
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • CNRCINST 1133.6 • CNRCINST 1136.2 • CNRCINST 5400.2 • CNRCINST 1510.5 • NAVEDTRA 14172
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting a production meeting, the selection of the location of the meeting, and how to prepare an agenda for the meeting.

Appendix 1

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
NC(C)	NAVPERS 15560	Military Personnel Manual	SSIC 1430; 1440-020; 1070; 1160; 1830; 1850	Note 1
NC(C)	NAVPERS 15909	Enlisted Transfer Manual	3, 7, 9, 25	Note 1
NC(C)	NAVPERS 15878	Retention Team Manual	1, 2, 4, 7, 10, 11, 17, and Appendixes C and I	Note 1
NC(C)	NAVPERS 15603A	Survivor Benefit Plan	All	Note 1
NC(C)	BUPERSINST 1040.5	Professional Development Board (PDB)	All	Note 1
NC(C)	BUPERSINST 1430.16E	Navy Advancement Manual	1, 3	Note 1
NC(C)	OPNAVINST 1420.1	Enlisted to Officer Commissioning Programs Application Administrative Manual	3, 4, 5, 9, 10, 11	Note 1
NC(C)	BUPERSINST 1430.17E	Command Advancement Program (CAP)	All	Note 1
NC(C)	NAVPERS 18068F	Enlisted Manpower & Personnel Occupational Standards	All	Note 1
NC(C)	OPNAV 1740.3A	Command Sponsor and Indoctrination Program	All	Note 1
NC(C)	OPNAVINST 1306.2D	Fleet, Force, and Command Master Chief Program	All	Note 1
NC(C)	OPNAVNOTE 1900.2	Transition Assistance Management Program	All	Note 1
NC(C)	SECNAVINST 5216.5D	Department of the Navy Correspondence Manual	All	Note 1
NC(C)	SECNAVINST 5350.16	Equal Opportunity within the Navy	All	Note 1

LEGEND:

Note 1 - To order, MILSTRIP to NAVICP PHILA (Stock No. from NAVSUP P-2002) or via INTERNET
<http://www.nll.navsup.navy.mil/>

Appendix 2

TYPICAL NAVY COUNSELOR (NC) (COUNSELOR) CAREER PATH DEVELOPMENT

FORWARD

The NC rating is not open to the incoming recruit. This rating requires a thorough knowledge of the Navy organization, including personnel and administrative procedures and policies. Because the NC rating accepts only first class petty officers and above, it is not open to first-term enlistees. A Navy person who intends to apply for this rating must have experienced the total environment of the Navy. The individual's background must clearly indicate first-hand knowledge of various aspects of Navy life and familiarity with all programs available to the fleet. Participation in a wide range of activities, assignments, and a high level of leadership are required. Navy Counselors offer career guidance to Navy people aboard ships and at shore facilities. They manage the career information program and are advisors in all career matters in a unit or on a staff.

Duties performed by NCs include interviewing personnel; career counseling; preparing and delivering presentations; organizing, training, motivating, and managing an aggressive career information program; establishing and maintaining liaison with local media; working closely with the Family Services Center.

Years of Service		Nominal Advancement Progression
30	SHORE TOUR (48 MONTHS) DUTY STATION: Echelon 2 or higher Staff.	NCCM
25	SEA TOUR (36 MONTHS) DUTY STATION/TYPE SHIP: CV/CVN, LHA, LHD, AS, or Overseas Staff.	
22	SHORE TOUR (48 MONTHS) DUTY STATION: Echelon 3 or 4 Staff, large/medium shore command, or Overseas assignment.	
18	SEA TOUR (36 MONTHS) DUTY STATION/TYPE SHIP: Echelon 4/Air Wing Staff, CV/CVN, AOE, AS, LCC, LHA, LHD, LSD, or Overseas Type 3.	NCCS
15	SHORE TOUR (48 MONTHS) DUTY STATION: Recruiting duty, medium/small shore commands (NAVSTA/NAS), or Overseas assignment.	NCC
8 (Desired conversion point)	SEA TOUR (36 MONTHS) DUTY STATION/TYPE SHIP: DD/DDG, AE/AOE, AS, CG, LCC, LHA, LHD, LPD, LSD, CV/CVN	NC1

Appendix 3

References Used in This Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
NC(R)	CNRCINST 1130.8	Navy Recruiting Manual- Enlisted	All	Note 1
NC(R)	CNRCINST 1133.6	Recruiting and Leadership Management Manual	All	Note 1
NC(R)	CNRCINST 1136.2	Recruiting Qualification Standards	All	Note 1
NC(R)	CNRCINST 1137.1	Policies and Procedures for Recruit Quality Assurance Team	All	Note 1
NC (R)	CNRCINST 1137.2	Policies and Procedures Governing Recruiting and Enlistment Processing Irregularities	All	Note 1
NC(R)	CNRCINST 1140.1	Promotional Items Program	All	Note 1
NC(R)	CNRCINST 1140.3	Field Advertising Manual	All	Note 1
NC(R)	CNRCINST 1150.1	Procedures for Navy Recruiting Exhibit Center (NAVCUIT-EXHIBCEN) Exhibit Scheduling	All	Note 1
NC (R)	CNRCINST 1155.2	Recruiting District Assistance Council (RDAC) Program	All	Note 1
NC(R)	CNRCINST 1300.1			Note 1
NC(R)	CNRCINST 1500.4F	National Voter Registration Act	All	Note 1
NC(R)	CNRCINST 1510.5	Navy Recruiting Area Recruiter-In-Charge Course	All	Note 1
NC(R)	CNRCINST 1650.27	Recruiting Total Force Teamwork Incentives and Awards	All	Note 1
NC(R)	CNRCINST 3121.2	Marketing Operations Planning	All	Note 1
NC(R)	CNRCINST 4400.1	Logistics Support Manual	All	Note 1
NC(R)	CNRCINST 5040.2	Command Inspection Program	All	Note 1
NC(R)	CNRCINST 5211.3	Personal Privacy and Rights of Individuals Regarding Their Personal Records	All	Note 1
NC(R)	CNRCINST 5305.1	Recruiting Referral Recognition Program	All	Note 1
NC(R)	CNRCINST 5370.1	Fraternization	All	Note 1

NC(R)	CNRCINST 5400.1	Navy Recruiting Command Organization Manual	All	Note 1
NC(R)	CNRCINST 5400.2	Standing Operating Procedures Manual for NAVCRUITCOM Field Activities (SOPMAN)	All	Note 1
NC(R)	CNRCINST 5604.1	Business Cards for Department of the Navy Recruiters	All	Note 1
NC(R)	CNRCINST 5720.11	Providing Records to Members of the Public Under the Freedom Of Information Act (FOIA)	All	Note 1
NC(R)	CNRCINST 5720.19	Sea Power Presentations	All	Note 1
NC(R)	CNRCINST 5720.20	Navy Flight Demonstration Squadron (Blue Angels) in Support of Navy Recruiting	All	Note 1
NC(R)	CNRCINST 5830.2	JAGMAN Investigations	All	Note 1
NC(R)	CNRCINST 7132.2	Financial Management Manual	All	Note 1
NC(R)	NAVEDTRA 14172	Navy Counselor (Recruiter) 1&C	All	Note 2
NC(R)	SECNAVINST 1650.1	Navy and Marine Corps Awards Manual	Chapter 11	Note 3

LEGEND:

Note 1 — To order, Contact CNRC, Millington, TN., or via INTERNET at <http://www.showcase.cnrc.navy.mil>

Note 2 — Nonresident Training Courses (NRTCs) are available via INTERNET at <http://www.advancement.cnet.navy.mil>

Note 3 — To order, MILSTRIP to NAVICP PHILA (Stock No. from NAVSUP P-2002) or via INTERNET <http://www.ni.navsup.navy.mil>